



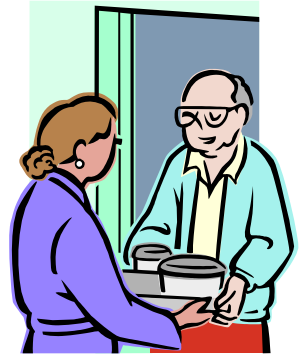
County of Los Angeles
2013 Cesar Chavez Community Service Week - "Service to Others"
March 25 – 29, 2013



VOLUNTEER OPPORTUNITIES FOR COUNTY EMPLOYEES

County employees may volunteer during Cesar Chavez Community Service Week for a four or eight-hour day on March 26, 27 or 28.

Supervisor's signature required.



Instructions and Forms can be found at: <http://www.ceo.lacounty.gov/wpp>. Click on Cesar Chavez Community Service Week

Locations are on a first come first served basis

Limited spaces at some locations

Application Deadline: **March 15, 2013** (no exceptions)

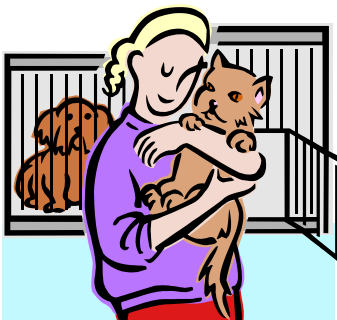
INSTEAD OF VOLUNTEERING YOU MAY PARTICIPATE BY:

1. Dropping off food items from March 25 through March 29 at the L.A. Regional Food Bank, 1734 E. 41st Street, Los Angeles. Drop off times are from 7:30 a.m. to 4:30 p.m. and Saturday's from 8 a.m. to 2 p.m., **on employee time only**. (If you are interested in receiving food drive boxes, please contact your coordinator).
2. Donating money to the L.A. Regional Food Bank virtual food drive from March 18 through April 1. Go to <http://www.lafoodbank.org/virtual-food-drive>. For information about the virtual food drive, email csalazar@lafoodbank.org or call (323) 234-3030 x174.
3. Accessing Cesar Chavez educational curriculum at <http://www.colapublib.org/chavez>

For additional information, please contact your Cesar Chavez Department Coordinator.

If you do not know who your coordinator is, visit the CEO's Office of Workplace Programs website www.ceo.lacounty.gov/wpp and click on Cesar Chavez Community Service Week.

You will also find the application, application procedures, volunteer opportunities, and food drive information at the same webpage.





**County of Los Angeles
2013 Cesar Chavez Community Service Week
"Service to Others"
March 25, 2013 – March 29, 2013**

Employee Application Procedures

1. Complete an application to participate.
2. The application will require the signature of immediate supervisor (you will not be able to participate without the supervisor's signature).
3. Email applications to Erica Moya at dpssvolunteers@dpss.lacounty.gov or fax to (213) 743-9998. For more information, please contact Erica Moya at (213) 744-4348.
4. Applications are due by **Friday, March 15, 2013** (no exceptions).
5. Volunteer Opportunities are filled on a first come first serve basis.
6. You will be notified by March 22, 2013 via email from the CEO Office of Workplace Programs if your application has been accepted.

****Note – All DPSS employees must receive an email confirmation from the CEO's Office of Workplace Programs in order to volunteer. If you do not have an email confirmation you will not be able to volunteer and will be required to return to your office.**

If you would like to request a food drive bin for your office, please contact Departmental Charitable Giving Coordinator, Alma Guadalupe at (562) 908-8440.



County of Los Angeles
2013 Cesar Chavez Community Service Week – “Service to Others”
March 25 – 29, 2013

“Employee Volunteer Application”

County employees may volunteer during Cesar Chavez Community Service Week. You may volunteer for a four or eight hour day at one of the volunteer opportunities listed below. Please complete this form **by Friday, March 15 (including supervisor’s signature)** and return it to your Cesar Chavez Coordinator in your department.

Name: _____ Department: _____ E-Mail: _____

Work Phone: _____ Evening Phone: _____ Fax: _____

DATE AND HOURS YOU WOULD LIKE TO VOLUNTEER (check only one date and hour):

First Choice (from list below): _____ Preferred Location (if any): _____
March 26 _____ March 27 _____ March 28 _____ 4 hours _____ 8 Hours _____

Second Choice (from list below): _____ Preferred Location (if any): _____
March 26 _____ March 27 _____ March 28 _____ 4 hours _____ 8 Hours _____

(Please ensure there is an opportunity on the day and hour you choose)

VOLUNTEER OPPORTUNITIES (see attached list for description, date and times)

Non-Profit Agencies

- | | |
|---|--|
| 1 – Catholic Charities | 11 – Operation Gratitude |
| 2 – Chinatown Service Center-Child Development | 12 – South Asian Network |
| 3 – Chinatown Service Center-Community Clinic | 13 – The Center Long Beach |
| 4 – Elizabeth Ann Seton Residence | 14 – Tierra del Sol |
| 5 – Heal the Bay | 15 – Visual Communications |
| 6 – Human Services Association-Home Delivered Meals | 16 – Val Verde Sheriff’s Youth Activity League |
| 7 – Human Services Association-Adult Day Care | 17 – Weingart Center |
| 8 – Human Services Association-Senior Nutrition | 18 – Weingart Center – L.A. YMCA |
| 9 – L.A. Regional Food Bank | 19 – Youth Speak Collective |
| 10 – MEND | 20 – Boys & Girls Club of Burbank |

Departments

- | | |
|------------------------------|---------------------------|
| 21 – Animal Care and Control | 22 – Parks and Recreation |
|------------------------------|---------------------------|

For a detailed list of volunteer opportunities, go to the CEO’s Office of Workplace Programs website at <http://www.ceo.lacounty.gov/wpp> and click on Cesar Chavez Community Service Week.

Below is my supervisor’s approval to volunteer one four or eight-hour day as part of the Cesar Chavez Community Service Week, March 26, 27, or 28, 2013. My supervisor and I understand that volunteering cannot adversely affect the delivery of services to County clients.

Supervisor’s Signature

Date



County of Los Angeles
2013 Cesar Chavez Community Service Week
"Service to Others"
March 25 – 29, 2013

FUND DRIVE AND FOOD DONATIONS
L.A. REGIONAL FOOD BANK

Donate Food

Food drives are great as it helps to stock empty pantry shelves. With limited time and funds, in order to maximize the Food Bank's resources, employees are asked to drop off donations at the Los Angeles Regional Food Bank during Cesar Chavez Community Service Week from March 25 through 29, 2013. This is a great volunteer opportunity to coordinate food drive drop-off teams within your department.

The Los Angeles Regional Food Bank is located at 1734 E. 41st Street, Los Angeles, 90058. Drop-off times are from 7:30 a.m. to 4:30 p.m. Monday through Friday and Saturday from 8 a.m. to 2 p.m. (*You will be responsible for delivering the box with food to the Food Bank on your **own time***).

If you are interested in receiving **Food Drive Boxes**, contact your department coordinator.

Your Donation Goes Further with the Virtual Food Drive – Sign Up for a Virtual Food Drive

We encourage you to add a Virtual Food Drive component to your food drive. By holding your food drive online, you will be saving the Food Bank time and resources that are incurred on physical food drives.

Plus, your donations will help the food Bank purchase the most needed food items, like canned tuna, peanut butter, canned fruits, and cereals. Every \$1 they receive, allows them to distribute enough food for four (4) meals.

Register your virtual food drive at the following link: <http://www.lafoodbank.org/virtual-food-drive>

For information about the virtual food drive, email csalazar@lafoodbank.org or call (323) 234-3030 x174.



**County of Los Angeles
2013 Cesar Chavez Community Service Week
"Service to Others"
March 25 – 29, 2013**

LIST OF OPPORTUNITIES AVAILABLE

****Limited Space Available at Some Locations**
First Come, First Served**

NON-PROFIT ORGANIZATIONS

Organization	Duties	Date(s) Available	Time(s) Available	Location(s)
Boys and Girls Club of Burbank	Help with homework and do arts and crafts	March 26 March 27 March 28 (4 volunteers a day)	3 p.m. to 6 p.m.	2244 N. Buena Vista Street Burbank, CA 91504
Catholic Charities Community Services Center	Canned food distribution and answering phones	March 26 (8 volunteers) March 27 (6 volunteers) March 28 (8 volunteers)	8 a.m. to 5 p.m.	123 East 14 th Street Long Beach, 90813
Chinatown Service Center – Child Development Center	Various Duties	March 28 (2 volunteers only)	9 a.m. to 5 p.m.	521 Cesar Chavez Avenue Los Angeles, 90012
Chinatown Service Center – Community Clinic	Various Duties	March 28 (6 volunteers only)	1 p.m. to 5 p.m.	767 N. Hill Street, 2 nd Floor Los Angeles, 90012
Elizabeth Ann Seton Residence – Family Shelter	Cooking, preparing, serving lunch and dinner to 50-60 residents	March 26 March 27 March 28 (6 volunteers a day)	8 a.m. to 5 p.m.	2198 San Gabriel Avenue Long Beach, 90810

Organization	Duties	Date(s) Available	Time(s) Available	Location(s)
Heal the Bay (Earthshare)	Beach Clean-Up	March 27 (Unlimited. Minimum of 10 volunteers) “Liability Waiver Required”	10 a.m. to Noon	Santa Monica Pier (North) 1600 Ocean Front Walk Santa Monica (North of the Pier)
Human Services Association – Home Delivered Meals	Accompany home delivered meals driver, load meals on truck, greet seniors, or drop off hot meals to isolated seniors	March 26 March 27 March 28 (10 volunteers a day)	Shift begins between 9:30 a.m. to 10 a.m. (4-5 hour shifts) Volunteer can start the shift from HSA’s main office in Bell Gardens or in the City served	HSA’s Main Office 6800 Florence Avenue Bell Gardens Driving routes in the Cities of Bell Gardens, Bellflower, Cerritos, Commerce, Downey, Hawaiian Gardens, Lakewood, Long Beach, Lynwood, and Paramount (addresses below under Human Services Association - Senior Nutrition)
Human Services Association – Adult Day Care/Alzheimer’s Day Care Resource Center (Day care program for dementia-afflicted and/or socially isolated elderly persons age 60 and over)	Welcome seniors, prepare and participate in group activities (social interaction, literacy, exercise, games), prepare meals, serve meals, feed seniors, and general assistance to seniors	March 26 March 27 March 28 (4 volunteers a day)	8:30 a.m. to 3:30 p.m.	HSA’s Main Office 6800 Florence Avenue Bell Gardens

Organization	Duties	Date(s) Available	Time(s) Available	Location(s)
Human Services Association – Senior Nutrition/Congregate Meals	Signing in seniors, setting-up food, serving food, clean- up, packing home- delivered meals (not all sites)	March 26 March 27 March 28 (4 Volunteers per location)	9 a.m. to 1 p.m. 9:30 a.m. to 1:30 p.m. (Paramount Site Only)	Bell Gardens Senior Center 6722 Clara Street Bell Gardens Simms Park 16614 S. Clark Avenue Bellflower Cerritos Senior Center 12340 South Street Cerritos Commerce Senior Center 2555 Commerce Way Commerce Apollo Park 2555 Quill Drive Downey Community Center 21815 Pioneer Boulevard Hawaiian Gardens Lakewood Weingart Sr. Ctr. 5220 Olivia Avenue Lakewood Lynwood Senior Center 11329 Ernestine Avenue Lynwood Paramount Community Ctr. 14400 Paramount Blvd. Paramount

Organization	Duties	Date(s) Available	Time(s) Available	Location(s)
Human Services Association – Senior Nutrition/Congregate Meals (continued)	Signing in seniors, setting-up food, serving food, clean-up, packing home-delivered meals (not all sites)	March 26 March 27 March 28 (4 Volunteers per location)	9 a.m. to 1 p.m. 9:30 a.m. to 1:30 p.m. (Paramount Site Only)	California Recreation Ctr. 1550 MLK Jr. Avenue Long Beach El Dorado Park 2800 Studebaker Road Long Beach Houghton Park 6301 Myrtle Avenue Long Beach Long Beach Senior Center 1150 E. 4 th Street Long Beach
L.A. Regional Food Bank	Various Duties	March 26 March 27 March 28 (100 volunteers a day)	8 a.m. to 12 Noon 12:30 p.m. to 3:30 p.m. 8 a.m. to 3:30 (full day)	1734 E. 41 st Street Los Angeles, 90058
MEND (Meet Each Need with Dignity) – Clothing Department	Receive donations, sort clothing, and stock clothing racks	March 26 March 27 March 28 (7 volunteers a day)	9 a.m. to 2 p.m.	10641 N. San Fernando Road Pacoima, CA 91331
MEND – Medical Department	Health insurance screenings	March 27 (1 volunteer)	9 a.m. to 5 p.m.	10641 N. San Fernando Road Pacoima, CA 91331
MEND – Food Department	Receive donations, sort and distribute food to needy recipients	March 26 March 28 (10 volunteers a day)	9 a.m. to 2 p.m.	10641 N. San Fernando Road Pacoima, CA 91331

Organization	Duties	Date(s) Available	Time(s) Available	Location(s)
Operation Gratitude	Assemble care packages for troops, wounded warriors, Veterans and/or children. Prepare products for Assembly Line, weave paracord survival bracelets, and write letters to the troops	March 26 March 27 March 28 (100 volunteers a day)	9 a.m. to 4 p.m.	National Guard Armory 17330 Victory Boulevard Van Nuys, 91406 (corner of Victory and Louise)
South Asian Network – APCF	Various Duties	March 27 (3 volunteers only)	10 a.m. to 2 p.m.	18173 Pioneer Boulevard, Suite I Artesia, 90701
The Center Long Beach	Painting, reorganizing spaces, general maintenance on property	March 28 (24 volunteers only)	8 a.m. to 12 Noon 1 p.m. to 5 p.m. 8 a.m. to 5 p.m. (full shift)	2017 East 4 th Street Long Beach, 90814
Val Verde Sheriff's Youth Activity League	Assist with home-work club, bingo, arts/crafts, and outdoor activities	March 26 March 27 March 28 (2 volunteers a day)	2:30 p.m. to 5:30 p.m.	30300 W. Arlington Drive Val Verde, CA 91384
Visual Communications – APCF	Various Duties	March 26 (3 volunteers only)	10 a.m. to 5 p.m.	120 Judge John Aiso Street (Basement Level) Los Angeles, 90012
Weingart Center	Painting the exterior of café Remove plants and plant new plants behind Café-patio area	March 26 (30 volunteers) March 28 (20 volunteers)	8 a.m. to Noon 8 a.m. to Noon	544 S. San Pedro Street Los Angeles, CA 544 S. San Pedro Street Los Angeles, CA
Weingart Center – Los Angeles YMCA	Read and interact with preschool age students	March 26 March 27 (10 volunteers for each session/full day)	8 a.m. to Noon 12:30 to 4:30 p.m. 8 a.m. to 4:30 p.m. (full day)	2900 Whittier Boulevard Los Angeles, CA 90012

Organization	Duties	Date(s) Available	Time(s) Available	Location(s)
Youth Speak Collective – Project Youth Green	Raking, planting, weeding, mulching, cleaning-up, and possibly painting	March 26 March 28 (30 volunteers each day)	8 a.m. to 12 Noon 1 p.m. to 5 p.m. 8 a.m. to 5 p.m. (full shift)	12467 West Osborne Pacoima, 91331

COUNTY DEPARTMENTS

Department	Duties	Date(s) Available	Time(s) Available	Location(s)
Animal Care & Control	Cleaning animal enclosures, assisting with laundry, various projects Note: Animal handling/ socializing will not be permitted	March 26 March 27 March 28 (5 volunteers per shift. Can also do two shifts on same day for a full day)	8 a.m. to 12 Noon 1 p.m. to 5 p.m. 8 a.m. to 5 p.m. (full day)	29525 Agoura Road Agoura, 91301 4275 N. Elton Street Baldwin Park, 91706 31044 N. Charlie Canyon Road Castaic, 91384 216 W. Victoria Street Gardena, 90248 11258 S. Garfield Avenue Downey, 90242 5210 W. Avenue I Lancaster, 93536
Parks and Recreation	Landscaping, painting and general park beautification	March 26 March 27 March 28 (Unless otherwise noted) (Unlimited Volunteers)	8 a.m. to 12 Noon 1 p.m. to 5 p.m. 8 a.m. to 5 p.m. (full day)	Adventure Park 10130 S. Gunn Avenue Whittier, CA (March 26 only)

Department	Duties	Date(s) Available	Time(s) Available	Location(s)
Parks and Recreation (continued)	Landscaping, painting and general park beautification	March 26 March 27 March 28 (Unless otherwise noted) (Unlimited Volunteers)	8 a.m. to 12 Noon 1 p.m. to 5 p.m. 8 a.m. to 5 p.m. (full day)	Avenue Park 553 S. 4 th Avenue La Puente, CA El Cariso Park 13100 Hubbard Street Sylmar Hart Park 24151 N. Newhall Road Newhall Lennox Park 10828 S. Condon Avenue Los Angeles Manzanita Park 1747 S. Kwis Avenue Hacienda Heights Mayberry Park 13201 E. Meyer Road Whittier (March 27 only) Salazar Park 3864 Whittier Boulevard Whittier Santa Fe Dam 15501 E. Arrow Highway Irwindale (March 28 only)

Department	Duties	Date(s) Available	Time(s) Available	Location(s)
Parks and Recreation (continued)	Landscaping, painting and general park beautification	March 26 March 27 March 28 (Unless otherwise noted) (Unlimited Volunteers)	8 a.m. to 12 Noon 1 p.m. to 5 p.m. 8 a.m. to 5 p.m. (full day)	Schabarum Park 17250 E. Colima Road Rowland Heights (8 a.m. to Noon only) Steinmetz Park 1545 S. Stimson Avenue Hacienda Heights (March 28 only) Val Verde Park 30300 W. Arlington Road Val Verde Veteran's Memorial Park 13000 Sayre Street Sylmar Whittier Narrows Nature Center 1000 N. Durfee Avenue South El Monte Whittier Narrows Recreation Area 823 Lexington-Gallatin South El Monte (March 27 only)